

Professional and Managerial Branch  
Miscellaneous Professional Group  
Records Maintenance Series

**PERSONNEL RECORDS TECHNICIAN**

04/93

*Summary*

Under general supervision, perform diverse and complex clerical work, in conjunction with City Personnel Department and in compliance with Civil Service rules and regulations, associated with maintenance and research of employee records; and perform other personnel-related work.

*Typical Duties*

Compile data related to violations of departmental and Civil Service rules and regulations; apprise department head of progressive discipline applied in comparable situations; monitor attendance records to detect patterns of leave use or violations of departmental missout policy; prepare absenteeism report for management; monitor records of preventable and non-preventable accidents; obtain driver's license records and review charges; prepare statistical or operational reports as assigned; compose and type suspension and termination notices.

Coordinate the scheduling of selection interviews, pre-termination hearings, defensive driving classes, training classes, random drug testing, physical exams, or other functions; insure the confidentiality of departmental personnel files in accordance with the Texas Open Records Act and other applicable statutes; prepare reports of accidents and injuries; maintain files on injured employees and answers questions regarding their work status; insure proper documentation is received from doctors.

Record employee information such as personal data, compensation, benefits, attendance, performance reviews or evaluations, disciplinary action, and termination date and reason; prepare departmental employee seniority listing; enter data on computer; submit paperwork to Personnel to provide information for payroll and other uses.

Plan, assign and review the work of subordinates as assigned; train, develop and evaluate performance of assigned personnel.

*Minimum Qualifications*

Training and Experience: Graduation from high school and four years increasingly responsible office work including one year experience performing a variety of personnel and related record-keeping duties in a major operations department or personnel work in a centralized personnel office; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of personnel policies and procedures; good knowledge of current office practices and procedures; good knowledge of data and information gathering methods; good knowledge of Civil Service rules and regulations; good knowledge of the rules and regulations governing the release of information from personnel records; some knowledge of Texas Workers' Compensation Act; some knowledge of data entry and retrieval systems.

Ability to supervise, train and develop personnel; ability to enforce established procedures, policies, rules and regulations and standards of conduct and work attendance; ability to maintain confidentiality; ability to communicate effectively verbally and in writing; ability to research and organize information; ability to maintain files and records; ability to prepare reports; ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

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Director of Personnel

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Department Head